

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

Location: 222 Sheep Davis Road, Concord, NH
Mailing Address: 10 Hazen Drive, Concord, NH 03305
Telephone: 603-271-2661
Toll Free: 1-800-371-4503
Fax: 603-271-1091

MINUTES OF MEETING

February 6, 2002

Members Present: Robert Nelson, David Duquette, Roger Hatfield, Paul Fortier, John Hoglund, Peter Russell, Joseph Butts, Charles Chalk, Richard Mason.

Members Absent: William Porter, Stephen Judge, John Stephen, Rick Plummer, Les Cartier, Scott Carrigan, Donald Bliss.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Susan Beaudoin, Recording Secretary. Deputy Chief Corey Landry, North Hampton Fire Department and NH Fire Prevention Society; Bob Waters, Fire Service Point of Contact for FEMA Region I.

I. CALL TO ORDER

Item 1. Pledge of Allegiance to Flag. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair Paul Fortier at 9:38 a.m. on Wednesday, February 6, 2002 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

Item 2. Staff Introductions.

- a. Director Mason introduced the following new secretarial staff members: Lorena Case, Receptionist; Linda Spinelli, Training & Certification Bureau Secretary, working for Chief Rosolen; and Kelley Teeter, Fire Academy Bureau Secretary, working for Chief McPherson. All three previously worked at the Department of Safety Administration Building, and Linda

worked for the Division when it was housed on Airport Road. Director Mason welcomed them to the staff.

- b. Director Mason next introduced the four new uniformed staff members: Michael Walsh, Captain—Field Services, who will cover Belknap, Carroll, Merrimack, Rockingham, and Strafford Counties; Robert Hummel, Captain—Technology Trainer, who is the past Chief of Sullivan Fire Department; and Arnold Anderson, Lieutenant—Equipment Supervisor, who is Chief of the Deering Fire Department. Not present was Harold McGovern, Captain—Field Services, who is the past Chief of Littleton Fire Department. He will be covering Cheshire, Coos, Grafton, Hillsborough, and Sullivan Counties.
- c. The suburbans have come in that the two Field Captains will be using for their offices. Each Captain will have a laptop. The suburbans should be up and running shortly.
- d. Director Mason announced that Sullivan County had not done much training in the past. They are presently on their second Firefighter I program and their first Firefighter II program.

Item 3. Fire Act Grants. Director Mason reported that he is doing Fire Act Grant workshops around the State with Bob Waters. He stated that last year there were over 30,000 requests with \$100 million available. There is \$360 million available this year. Chief McPherson was on the selection committee last year, and Chief Rosolen will assist this year. The schedule for the remaining workshops is in the Commission members' packets. Director Mason then introduced Mr. Waters who is the Fire Service Point of Contact for FEMA Region I. Mr. Waters is a Retired Battalion Chief from Providence, Rhode Island, and was Fire Chief in Wellesley, Massachusetts.

Mr. Waters stated that he has been with FEMA for approximately 2 ½ years. He has always dreamed of better service for the fire service than FEMA has had in the past. He noted that the Point of Contact positions were a start, and that FEMA will have fire representatives in each state by next year. The President's proposed budget for next year shows \$3.7 billion. The Fire Grant Act is in its second year. Last year, 60 percent of the fire departments in the United States applied for grants. They think it will be about 90 percent this year. The system is rewarding but arduous.

The Grant is unique because the peers of those applying score it. Many departments have voiced that they completed a Grant application last year but did not get a grant. Mr. Waters advises people not to get too upset and

frustrated so they don't apply again. There may be other communities that are in worse condition. Some departments don't have any fire trucks, and they are the first to receive the grants. The neediest do get the grants.

Commissioner Russell asked what the grant deadline is. Mr. Waters replied that applications may be submitted from March 1 through April 1. This year, the applications are electronic.

Director Mason noted that the schedule for the workshops is in the information packets. Commission members are welcome to attend any of them.

Mr. Waters stated that FEMA contact names and telephone numbers are listed on their website. Any department can subscribe to the listserve also.

Mr. Waters further reported that volunteer/call departments received approximately 70 percent of the funds last year, and the career departments received the other 30 percent. He noted that someone at the workshop from Lancaster last night said they went by the criteria listed and they were successful. Chief McPherson said that some departments were still using the red phone system to call people out.

Mr. Waters stated that in some places people were awarded training monies but not equipment monies they applied for. Now you would go for the entire program—training and equipment on one application.

Mr. Waters said he did his sixth workshop last night and has about 25 more scheduled. He is trying to schedule more now. He thanked everyone very much for allowing him to report on the grants.

II. APPROVAL OF MINUTES

Item 1. November 7, 2001. ***Motion*** made by Commissioner Nelson, seconded by Commissioner Duquette, to accept the Minutes of the November 7, 2001 Commission meeting with the following correction: Page 8, section IX, Item 1, second paragraph, last sentence; change to read: "They may be able to get that person also." Motion passed unanimously.

Item 2. December 5, 2001. ***Motion*** made by Commissioner Nelson, seconded by Commissioner Duquette, to accept the Minutes of the December 5, 2001 Commission meeting as printed and distributed; motion passed unanimously.

III. CHAIR'S REMARKS

Chair Fortier welcomed everyone back. He stated that he made the decision last month to cancel the January meeting as there were no pressing issues. He felt people would want to attend Chief Wool's funeral.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services Liaison.

- a. Commissioner Duquette reported that a few doctors on the EMS Trauma Coordinating Board were upset with the Division becoming a Bureau without their prior knowledge. It was a personnel issue so it could not be discussed; only the Chair of the Board knew about it. Commissioner Duquette stated that now Director Mason has to fill the position of Bureau Chief of EMS.

Commissioner Russell asked what we are doing for about an interim Bureau Chief. Director Mason said he is unable to appoint an interim Bureau Chief unless the position will be vacant for at least 90 days. An announcement has gone out about the position, and the deadline for filing will be February 18. Interviews will be held on February 22, and hopefully an appointment will be made that afternoon.

- b. The legislative hearing on the EMS Rules was held last week; they probably won't pass. The next meeting will be on February 15 at 9:00 a.m.
- c. Chair Fortier asked about the paramedics vs. doctors protocols issued. Commissioner Duquette replied that that is part of the EMS Rules and may be a reason why the Rules don't pass. It goes back to the employer and employee issue.
- d. Commissioner Duquette reported on LSR 2365—Permitting advanced life support providers to withdraw blood for the purpose of administering a blood alcohol content test. He said that this would affect EMS services crossing state borders. The police service want the blood drawn on scene before a patient is transported to a hospital across the State line. It would mean that the person drawing the blood would have to go to court when the case is heard. The Town of Derry wanted this, and it is something that the Department of Safety wants. The EMS personnel would be asked to draw the blood on the scene, but is voluntary and they can refuse. Commissioner Duquette said he will watch the LSR. Commissioner

Nelson noted that the Police Chief of Derry is the Secretary of the NH Association of Chiefs of Police.

Item 2. Curriculum Review. Commissioner Duquette reported on the following curriculum issues:

- a. Driver/Operator--Pumps: The pilot program for Driver/Operator—Pumps is scheduled for the first week of March.
- b. Driver/Operator—All Vehicle: The Emergency Driving program is on CD-ROM. We need to have Instructors go through that again. We also need to have that done on overheads for those departments who do not have PowerPoint available.
- c. ARFF: Dr. Munroe reported that February 22 will be the final review of the Maryland material. The Committee made the decision to go with NFPA 1003 to begin with. Dr. Munroe noted that the Division of Aeronautics has worked very close with the Committee, and Captain Roffo has done a great job with them. He believes that the Committee's recommendation will be ready for the next Commission meeting. The Committee is talking about an addendum for Instructors, that they must pass the ARFF test with a score of 80 percent or better.
- d. Hazardous Materials Operations: Commissioner Chalk reported that he received comments back about the Hazardous Materials Operations train-the-trainer; at least two people said there were weaknesses. Chief Rosolen stated that it was a problem with the presentation, not with the curriculum. We have Staff Instructor Frank Avellino working on the problem. There were areas where the Instructors could put in their own material, and the Visiting Committee had decided that would not be a part of the program. Everyone will be instructing the program the same way.

Commissioner Hatfield asked how many people attending the train-the-trainer made the comment that they felt the NIOSH guide should be brought up in the program. Chief Rosolen replied that one person did. However, it's not a part of the curriculum for Operations; it is part of the curriculum for the Technician Level. Chair Fortier noted that, if the Commission members review the program and add or change things in the program, then it will be said that the Commission is the Visiting Committee.

Commissioner Butts reported that he sat in on the train-the-trainer. There were many missing slides. They were told that this is where the Instructor would put in his/her own material. Commissioner Butts said they were trying to get beyond that.

Commissioner Butts also noted that there is no way for the student to follow along in the Student Manual because the Student Manual was not referenced in the Instructor Guide.

Commissioner Butts said that the train-the-trainer students had two recommendations: (1) that the Commission members should set guidelines for the Visiting Committees, and (2) that any time we do a train-the-trainer that the Division provide a recorder to follow along with the Student Manual. Director Mason pointed out the Visiting Committee protocol has already been established and there is a copy under Tab 5 of the Commission members' manuals. Director Mason also noted that this is the first time he has heard of Instructors being allowed to put their own slides in. That is why he has always said we should use canned programs. We don't have the resources to develop programs and that is why we don't develop them.

Chair Fortier stated that we are discussing two issues here and we need to discuss them separately. He asked Commissioner Butts if he wanted to send the program back to the Visiting Committee; Commissioner Butts answered no, that it's a good program. He said he understood that the program was given again this past Saturday (February 2, 2002) without a problem. He did note another problem was that there would be one statement on a slide while the Instructor had $\frac{3}{4}$ of a page of comments to go over. He noted that creates too much writing for the students. There should be more printed on the slide.

Chief Rosolen said that Mike Mansfield gave him a list of all their proposed changes. When Instructor Avellino has made the changes, the staff members will review it again. Commissioner Chalk noted that we will need to get those changes out to those who already attended the train-the-trainers so they are not blind-sided when they teach it.

Dr. Munroe said that a canned program was brought in. Holes were found in that program, which are being corrected. The system is working. He said he thinks the Commission members should be congratulated.

Chief Rosolen stated again that everybody agreed that the curriculum is good. It was the presentation that was the problem. Commissioner Chalk said he will take that back to the people who talked to him about it.

Commissioner Butts said that it was nice to see that the Instructors have a passion for what the students are going to learn.

- e. Pilot Program Checklist: Chair Fortier stated that we could possibly make the Pilot Program Checklist the Train-the-Trainer Checklist.

Chair Fortier noted that at the bottom of the Pilot Program Checklist it says "Completed forms to all Commission members," and they are not getting those forms. Director Mason said that is the Division's fault; we gave it to the Visiting Committee members and forgot to send it to Commission members. That will be corrected.

Dr. Munroe stated that you need to have a Commission member and a staff member assigned to all Visiting Committees. He noted he couldn't have done it alone. Commissioner Russell said that the Visiting Committee protocol says that the Commission "may" appoint a Commission member. Dr. Munroe felt that it should be made stronger.

Chief Rosolen said that he tries to keep the Visiting Committee members in focus. If he spends some time with them, they become more comfortable with what they are to do. He also thinks there should be a staff member on each Committee. He thought that a report goes back to Commissioner Duquette from each Visiting Committee.

Commissioner Hatfield reported that the 1031-1033-1035 Visiting Committee broke up into three subcommittees. They were given directions and guidance of how we wanted them to go about it and what we wanted. For a Commission member to sit in on every single meeting, that isn't happening. He thinks that Commissioner Chalk has sat in with some subcommittees because that is his area. Dr. Munroe said he thinks the Commission member should chair every meeting. That is their responsibility, and they shouldn't be giving it away.

Chair Fortier noted that Commissioner Cartier was at every meeting for Hazardous Materials Operations. Chief Rosolen said that Committee was down to only about four people. His comment to the Visiting Committee members is where were you when the meetings were going on.

Director Mason said we discussed “may” instead of “shall.” An example was given at the time of the discussion as to why we should put “may.” We can check the minutes to see what was said. Commissioner Hoglund stated that instead of “may” or “shall,” we could put “should;” that way it is an option. “Shall” is mandatory, and “should” means you can but it’s not mandatory.

Motion by Commissioner Hoglund, seconded by Commissioner Duquette, to change items 2 and 3 of the Visiting Committee protocol by inserting “should” in place of “may.” Motion passed unanimously.

Item 3. Fire Marshal's Office. Director Bliss was absent.

Item 4. Forest Protection Bureau. Commissioner Nelson reported on the following items:

- a. New Forest Ranger Steve Sherman is starting employment on February 8. He will be assigned to the South Region. He was previously employed as the Magalloway Fire Tower lookout watchman for five years. He will be working out of the Concord office for now. He is moving from Pittsburg to Penacook.
- b. There are no plans to rearrange the districts at this time.
- c. Ranger Doug Miner is out on medical leave for an extended period of time; will not be back to full-time probably until June or July. He has had knee surgery.
- d. We are still in drought conditions especially on the seacoast and the southern border. Spring fire season may be right around the corner. Normal rural water supplies are a problem.
- e. Have met with DES Air Resources Division regarding all open burning of combustible domestic waste. There is to be an educational program until January 1, 2003. Starting January 1, 2003 you are able to burn clean wood, clean untreated paper, brush, leaves only.

Director Mason said that apparently DES needs Administrative Rules for that. Rudy Cartier called him this morning to say they were adding training burns to the Rules. Commissioner Nelson said they have identified several fire organizations to talk to as this needs to be done ahead of time and not as a battle in hearings. Director Mason also noted that Mr. Cartier is going to get the group together that met before at the

Forestry Warehouse. Commissioner Nelson said that the fire service should contact Mr. Cartier with their comments on this issue.

- f. A Wildland Driver/Operator Train-the-Trainer is to be offered at the Fire Academy the week of June 17-21.
- g. Representative Shaw of Manchester is the sponsor of HB 1339 regarding the appointment of Wardens and Deputy Wardens. She feels there should be minimum standards for all fire officers—call, volunteer, and career—as they are protecting us from events such as September 11. At the hearing Representative Shaw spoke in favor as did Rudy Cartier. Speaking against were the NH Association of Fire Chiefs, the NH Municipal Association, Candia Selectmen, Candia Warden, the Federation of Wardens Association, and well as Commissioner Nelson's office. The Bill may go to study.
- h. DRED is also working on their Rules and Regulations.

Item 5. Rapid Intervention Teams (RIT). Commissioner Cartier was absent.

Item 6. NFPA Standards 1031-1033-1035. Commissioner Hatfield reported that the three subcommittees are still working closely with Chief Rosolen. They are researching programs that are best for New Hampshire, and are leaning toward the Maryland programs. A lot of material has been put together already.

Commissioner Chalk stated that he strongly recommends that he be replaced on this Committee by his replacement on the Commission. Commissioner Hatfield said he would support that. He noted he has leaned heavily on Commissioner Chalk.

Item 7. Nomination Committee. Commissioner Nelson reported that Commissioners Porter, Hoglund, and Butts were on the Nomination Committee with him. He stated that the Nomination Committee's recommendation is to keep the current Chair and Vice Chair.

Motion by Commissioner Russell, seconded by Commissioner Nelson, to adopt the Nomination Committee's recommendation to keep Paul Fortier as Chair and David Duquette as Vice Chair for 2002. Motion passed unanimously.

Chair Fortier thanked all for their support.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #57 covered the following subjects: 1) New Employees, 2) CPAT (Candidate Physical Ability Test), 3) Eagle Scout Project, 4) Distance Learning, 5) LSR 2365, 6) Commission on Preparedness & Security, 7) National Fire Academy, 8) Fire Act Grants, and 9) EMS.

Further discussion was held on:

- 7) Chief Rosolen will attend the first class in the Executive Fire Officer program at the National Fire Academy in June of this year.

Other items discussed were:

- 10) Director Mason explained that Merrimack Fire Department has requested a waiver for Firefighter Jason Case for the career firefighter requirement. They would like to get an extension so that Firefighter Case can attend the Fall 2002 C2F2 program. He will be unable to attend the Spring 2002 C2F2 program as his wife is scheduled for surgery at that time.

Motion by Commissioner Hatfield, seconded by Commissioner Nelson, to grant an extension of up to one year on the career firefighter requirement for Firefighter Jason Case of the Merrimack Fire Department. Motion passed unanimously.

- 11) Director Mason reminded the following Commission members that their term expires this year: Commissioners Carrigan, Chalk, and Butts.
- 12) With the Department of Justice grant we received last year, we were able to provide free courses in Carroll, Coos, and Grafton counties. With this year's grant, we are doing programs in Cheshire, Strafford, and Sullivan counties. Also, from monies left in last year's grant, we are doing a second program in Coos County with the books being the only cost to the students.
- 13) We have contracted with Interstate Emergency Unit (IEU) to run a Firefighter I program for us. The students will be responsible for 25 percent of the cost of the program (approximately \$277.00). Bob Irish has said they will make a little more than if they ran their own program. If it works, we will go to Souhegan and Meadowood to ask if they want to do that for us.
- 14) Director Mason reported that we have not said no to any requests for classes that we have had the students and the Instructors for.

Commissioner Hatfield asked if we will have a tally at the end of the year. Director Mason answered that we need to do an Annual Report in July to the Legislature. We can put a notice in the *Fire Service News* to announce that the report is available if anyone would like a copy.

- 15) Region I is hosting an ARFF working group, training conference here in April; they are anticipating 100 people.
- 16) We have added a four-stage gymnasium in the dormitory, and it's now available for use.

VI. OLD BUSINESS

Item 1. C2F2 Residency Requirement. Commissioner Duquette reporting that we are still waiting for the Attorney General's interpretation of the law. It is still an issue with the Professional Firefighters of NH. Director Mason said he will get in touch with Steve Judge this afternoon.

Commissioner Russell asked if it is still the case that one community in particular is looking at this. Commissioner Duquette replied that that is the case. He stated he thinks it is a moot point because, with Police Standards & Training, the Attorney General's Office ruled that a person on probation is not covered under the union contract.

Item 2. Commission Meeting Day. Director Mason stated that Stephen Judge cannot make it to the next four regularly scheduled Commission meetings. He suggested that the Commission may want to change their meeting day. John Stephen also cannot make meetings on the first Wednesday of the month. He usually has to attend the Governor & Council meetings on that day, or he has to appear before legislative committees. Director Mason said that on occasion he is expected to attend Governor & Council meetings also. He noted that 9:30 a.m. is a super time and the middle of the week is good.

Commissioner Duquette asked about doing a road trip again. Director Mason replied that people did not show up for road trip meetings so that is no longer a requirement.

Commissioner Russell asked if we should be asking Attorney Judge if he would like to appoint someone in his place. Director Mason answered that Attorney Judge enjoys being a member of the Commission. He also noted that it would be

nice to have someone from the Attorney General's Office here during nonpublic sessions.

VII. NEW BUSINESS

Item 1. Commissioner Chalk. Commissioner Chalk stated that he appreciated serving on the Commission and being with the members as a group. He said he appreciated the politeness and the gentlemen attitude.

Commissioner Chalk said he started in Lancaster, and one of the first fire service people he met was Chair Fortier who trained him in SCBA.

Commissioner Chalk stated that Corey Landry will do a fine job, and he will still be around to help.

Commissioner Chalk was given a round of applause.

Item 2. Report of the State's Commission on Preparedness & Security. Commissioner Hatfield stated that the Report of the State's Commission on Preparedness & Security showed a zone that has no hazardous materials emergency response team. He has been talking to mutual aids in the north country about regional teams, and there will be a meeting some time in March. Director Mason said that Captain McGovern would attend that meeting from the Division staff. Director Mason stated that Lee Kimball from the Office of Emergency Management should probably be involved in meeting with those people also.

Item 3. Forestry Vehicle. Commissioner Nelson reported that they are retrofitting one of the excess property trucks, and it will be stationed at the Woodstock Fire Department.

VIII. RETREAT ITEM DISCUSSION

Item 1. District Coordinator System. Director Mason reported that for the last three to four years we changed from a flat fee to an accountability pay system. Currently only one District Coordinator is sending in forms to be paid.

Director Mason said that, with the changes in the Division, we need resources in the field that we can tap. We only have two counties that don't have District Coordinators—Sullivan and Grafton, and Captain McGovern knows the people in Grafton County as that is where he lives. We have two people who are

working in the field who should have a point of contact in each county. It would be advantageous to keep the system we have until it becomes unnecessary. The District Coordinator gives us a focus point in the county.

Director Mason stated that it's not a cost factor. It gives people in the county someone to go to with problems.

Commissioner Butts said that he thinks we will get more use of the District Coordinators with the field people in place. Commissioner Hatfield said it is going to work out well. It will take the pressure off people not having anyone to talk to. He also said that it's time for some of us District Coordinators to hang up our hats.

IX. GOOD OF THE ORDER

Item 1. Chair Fortier's Daughter. Dr. Munroe reported that Chair Fortier's youngest daughter is a goalie for Berlin High School's hockey team. Chair Fortier stated that a full color picture of her was in last Friday's (February 1, 2002) issue of the *Concord Monitor*.

Item 2. New York City Fire Department. Commissioner Butts reported that on September 11 a crew of French college students was filming New York City firefighters at work. The students continued filming them as they responded to and entered the Twin Towers. There is 45 minutes of film that will be show at 8:00 p.m. on March 10, 2002 on CBS.

Item 3. Fire Towers. Commissioner Nelson stated that they are looking for several fire tower people for this coming season.

X. NONPUBLIC SESSION

Motion by Commissioner Russell, seconded by Commissioner Nelson, to go into nonpublic session for discussion of a personnel issue; by roll call vote, motion passed unanimously.

No votes were taken during the nonpublic session.

Motion by Commissioner Chalk, seconded by Commissioner Hoglund, to come out of nonpublic session; by roll call vote, motion passed unanimously.

XI. ADJOURNMENT

Motion made by Commissioner Nelson, seconded by Commissioner Hatfield,
and passed to adjourn at 1:30 p.m.

Respectfully submitted,

Richard A. Mason, Director

ADDENDUM TO
MINUTES OF MEETING
FEBRUARY 6, 2002

SPECIAL NOTE: This page was not included in the Minutes sent to Commissioner Porter.

IX. GOOD OF THE ORDER

Item 4. Commissioner Porter. Dr. Munroe said that he thinks the Commission should do something for Commissioner Porter if he is retired. Commissioner Duquette asked if he is retiring and when. Director Mason replied that we were to write a letter to the Commissioner of Education to see if Commissioner Porter could remain as a member of this Commission. Chair Fortier noted that Commissioner Porter was supposed to let us know if he was interested in staying on.

Commissioner Duquette stated that, if he's not coming back, we should do something for him. Director Mason said we would be getting him a plaque. Commissioner Russell recommended that we keep him in mind for an Academy Award.

Director Mason said he will contact Commissioner Porter.